

TECHNICAL EXHIBIT TE-6 REQUIRED SUBMITTALS AND REPORTS

I. SUBMITTAL REQUIREMENTS

The Service Provider shall submit the following data, reports, schedules, plans, and items to the COTR for approval and/or action as applicable, no later than the dates specified (for each site).

A. With Proposal

- (1) Phase-in Transition Plan (Paragraph 3.11)
- (2) Position Description and Qualifications for Project Manager (Paragraph 3.5)
- (3) Position Description and Qualifications for all proposed initial Supervisory and Key Personnel (Paragraph 3.5)
- (4) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
- (5) Proposed Water Treatment Program (Paragraph 3.2.1)
- (6) Manufactures certification or personnel resumes with manufacture's certifications of personnel or firms that will perform specialized equipment maintenance. (Paragraph 3.5)
- (7) Contingency Plan (Paragraph 3.13)
- (8) Quality Control Plan (Paragraph 3.12)
- (9) Building Operations Plan (Paragraph 3.1)
- (10) Complete Service Call Program (Paragraph 3.3)
- (11) Complete Preventative Maintenance Program (Paragraph 3.4)
- (12) Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)
- (13) New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)
- (14) Additional Services (IDIQ) Plan (Paragraph 4)
- (15) Staffing Plan
- (16) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
- (17) List of all proposed Subcontracts/Subcontractors as applicable (Paragraph 3.5)
Employee Certificates of Training, Licenses, Permits, and Bonding where required (Paragraphs 3.5)
- (18) Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)
- (19) New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)
- (20) Complete Water treatment Plan (Paragraph 3.2.2)
- (21) Refrigerant Management Plan (Paragraph 10.5.1.1)

B. Phase-in Period:

- (1) Initial Water Systems Analysis Report (Paragraph 3.2.1)
- (2) Resumes for the proposed Project Manager, Supervisory and Key Personnel, and all other personnel.(Paragraph 3.5)
- (3) Existing Deficiency Report (Paragraph 3.11.3)
- (4) Fingerprint Charts/Personal History Forms for all proposed Supervisory and Key Personnel- initial (Section G)
- (5) Contact Telephone Numbers for Contractor (Paragraph 3.5)
- (6) Update all CMMS software/database records including the building equipment inventory and preventive maintenance schedule (Paragraph 3.4.2.A)
- (7) Provide a CMMS Status Report and proposal if required (Paragraph 3.18.1)
- (8) New Annual Preventive Maintenance Schedule (Paragraph 3.4)
- (9) Refrigerant Management Plan (Paragraph 10.5.1.1)
- (10) Infrared Testing Program (3.4.8)

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- E. Sixty (60) calendar days prior to contract expiration/ termination:**
(1) Revised Phase-out Plan (Paragraph 3.11.7)
- F Thirty (30) calendar days prior to contract expiration**
(1) List of deficiencies to be corrected prior to contract close out (3.11.7.2)
(2) Inventory and return all Government technical publications (5.1.3)
(3) Inventory and return all Government Furnished Materials (GFM 5.2.1)
- G. Seven (7) calendar days prior to contract expiration:**
(1) Update all CMMS and building systems databases (Paragraph 3.11.7)
(3) Provide updated Refrigerant records to the Government (Paragraph 3.10.5.1.3)
- H. Upon Final Expiration of the contract, the Contractor shall return to the Government the following:**
(1) Identification/Building Badges issued to Contractor and employees (Paragraph 3.9.2)
(2) All keys/key cards (Paragraph 5.1.1)
(3) All software and hardware and database information related to any Government Furnished or building systems (Paragraph 3.18)
(4) Government furnished materials and equipment (Paragraphs 5.2 and 5.3)

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II. RECURRING REPORT/SUBMITTALS REQUIREMENTS.

The Service Provider (SP) shall provide the Government with all reports and submittals included but not limited to those mentioned below. The reporting format shall be as approved by the IRS Contracting Officer and/or COTR.

Report Description	Due Date
1. Major equipment/systems not operational (Paragraph 3.1.10)	Daily, as required, by 9:00 A.M. to COTR
2. Completed service call documentation returned to Government (Paragraph 3.3.9)	Daily, within 24 hours of completion of Service Call work
3. Completed PM work order documentation in the CMMS and hard copy in Monthly Progress report (Paragraph 3.4.4)	Daily, within 7 days of completion of PM work and Monthly Progress Report
4. COTR notification of work requiring opening or dismantling of equipment (Paragraph 3.20)	Daily, as required before work is started
5. Asbestos Program Managers notification of work involving disturbing asbestos (Paragraph 3.10.8.4)	Immediate notification prior to commencement of work.
6. Chiller Operating Logs (Paragraph 3.1.4)	Upon COTR request
7. Boiler Operating Logs (Paragraph 3.1.4)	Upon COTR request
8. PM Accomplishments Report (Paragraph 3.14)	Monthly PM progress report. A complete summary of all PM accomplishments in Monthly Progress Report
9. Inspection records, Quality Control Inspections (Paragraph 3.12.5)	Weekly following inspection
10. Water Analysis Report (Paragraph 3.2.2)	Monthly, 5 calendar days after each test and summarized as part of the Monthly Progress Report.
11. Report of IDIQ Work Received and Completed (Paragraph 4.6)	Monthly Progress Report
12. Status of all Open IDIQ Work (Paragraph 4.6)	Monthly Progress Report
13. Service Call Summary (Paragraph 3.14)	Monthly Progress Report
14. Equipment History Report (Paragraph 3.2.2)	Monthly Progress Report
15. Refrigerant log (Paragraph 3.10.5.1.3)	Monthly Progress Report
16. Equipment Check Logs (Paragraph 3.14)	Monthly Progress Report

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Report Description	Due Date
17. Utility Usage Report, electrical, fuel, etc. (Paragraph 3.1.9)	Monthly, within three work days after reading meters
18. Update Building Equipment Inventory in CMMS system (Paragraph 3.4.2)	Annually (within the first 30 days of each option period) or as required by the COTR.
19. Employee documentation for new and replacement employees (Paragraph 3.5)	As Required, 21 calendar days prior to the employees start date
20. Completion of Certified Testing such as elevators, infra red scans, etc. (Paragraph 3.4.6)	As required, within 30 days of completion
21. Reports of electrical distribution systems inspections, tests, PM, defects, etc. (Paragraph 3.4.6, 3.4.8)	As required, initially before work starts and certified reports within 30 calendar days after completion of work
22. MFG PM guides for equipment not covered by current IRS guide (Paragraph 3.4.2)	As required or as directed by the COTR
23. Changes in contact telephone numbers for key personnel (Paragraph 3.5.1)	As Required when changes occur
24. Employee licenses/certifications replacement employees (Paragraph 3.5.1)	Phase-in period and as required thereafter but within 21 days of employee start date
25. Scheduled outages of critical systems for PM (Paragraph 3.20.2)	Request 90 days in advance of scheduled outage
26. Scheduled Outage Plan (Paragraph 3.20.2)	Provided to the COTR 60 days in advance of scheduled outage

NOTE: All monthly report data shall be consolidated into a Monthly Activity Report that shall be submitted by the 5th work day of the month following performance.